

NOTICE TO END TENANCY

I / WE WISH TO GIVE NOTICE TO QUIT MY / OUR TENANCY AT

Address of tenancy	
Ending on	
Reason for ending tenancy	

(THE END DATE GIVEN MUST BE 21 DAYS AFTER NOTICE HAS BEEN RECEIVED BY THE OTAUTAHU COMMUNITY HOUSING TRUST EXCEPT IN THE EVENT OF THE DEATH OF THE TENANT WHERE NOTICE CAN BE REDUCED TO SEVEN DAYS)

1. I/we understand that I/we must pay all rent up to the date given above.
2. I/we confirm that vacant possession will be given and the property will be clear of all personal effects, including rubbish and furniture and the property cleaned to an acceptable standard.
3. I/we confirm that any chattels belonging to the landlord will be left in the property. Failure to do so will result in we/us being charged for the cost of replacement.
4. I/we give the Otautahi Community Housing Trust permission to dispose of any furniture/effects at its discretion on the termination of this tenancy. I/we also understand that I/we will be charged for the total cost of disposing of such items and any required cleaning.
5. I/we understand that the keys must be returned to the Trust by 12 noon on the day after the last day of the tenancy. I/we understand that the tenancy will continue until such time the keys are returned or an order for termination has been granted by the Tenancy Tribunal.
6. I/we **agree/do not agree*** that should I return the keys to the property prior to the end of the 21 days that the Trust can instruct contractors to undertake works required in the property to re-let the property.

(*delete as applicable)

Forwarding Address:	
Phone Number	
E-mail	
Signed (Tenant 1)	
Signed (Tenant 2)	
Date	



Date received: